STD. 108 (REV. 5-94)

## **INSTRUCTIONS**

Prepare this report in triplicate. Post the original to the store cards and to the purchase order. File this Report with the Stock Received Report. Send the duplicate to the vendor. The Storekeeper will retain the triplicate.

				FACILITY, INSTIT	ACILITY, INSTITUTION, OR DEPARTMENT NAME	
				NUMBER	DATE	
				APPLYING	TO STOCK RECEIVED REPORT:	
				NUMBER	DATE	
				PURCHASE ORE	DER NUMBER	
				ESTIMATE NUMI	BER	
Fold here to mail in a window envelope. ————— VENDOR — PI	ease send a credit	memo for t	the followin	g returned (	goods:	
DESCRIPTION	QUANTITY	PRICE	AMOUI		REASON FOR RETURN	
		TOTAL				
ARRANGEMENTS MADE WITH VENDOR			I hereby certify that this Returned Stock Report applies to the original Stock Received Report referred to above.			
MATERIAL TO BE REPLACED			STOREKEEPER'S SIGNATURE			
CANCEL RETURNED ITEMS FROM THE PURCHASE ORDER			Return of the above is approved.			
			AUTHORIZED SIGNATURE			
POSTED TO PURCHASE ORDER POSTED TO STOCK	CAPD					